

THE BIDDING PROCESS

For goods or services to the City of Cape Town

RFQs and TENDER

Suppliers need to register on the City Supplier Database

REGISTER

FOR GOODS, SERVICES AND CONTRACTS

Less than
R200 K

Follow these steps for an RFQ



Request for Quotation (RFQ)



Provide contact information



Download and apply

More than
R200 K

Follow these steps for a tender



Check local newspapers



Check the Tender Portal



Download and apply

NOTE: RFQs and Tenders will never be advertised through Quadrem/Tradeworld/WCSD or any other organisation.

REGISTRATION

A HARD COPY OF THE DOCUMENTS MUST BE SUBMITTED AT THE CIVIC CENTRE 2ND FLOOR OFFICE

ALL TENDERS/RFQs

Where applicable, a compulsory site meeting is necessary

Documents must be compiled and completed comprehensively and accurately



BIDS ARE ADJUDICATED ACCORDING TO A LEGISLATED SCORING SYSTEM BASED ON STRICT CRITERIA



Pricing



B-BBEE status



Local content (if applicable)



Previous experience



Track record



Regulatory compliance



Complying with the Tender/RFQ specifications



Commercial risk

When an award has been made, the supplier will be informed by means of a letter/order. The Tender/RFQ will also be published via the Tender/RFQ Portal.

All tender submissions are to be deposited in the relevant tender box in hard copy at the Civic Centre 2nd Floor Office.



CITY OF CAPE TOWN
ISIXEKO SASEKAPA
STAD KAAPSTAD

Making progress possible. Together.